



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Executive Support Assistant to the Deputy IC CIO

Position Number: ICC08

Position Grade: GS-12

Salary Range: \$89,834 – \$116,788 (not applicable for detailees)

Vacancy Open Period: 02/17/2022 – 03/04/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCIO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal to fill a GS-12 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

Major Duties and Responsibilities:

Perform a comprehensive range of direct executive office support for a designated Office of the Director of National Intelligence Tier 2 Senior Executive, assisting and relieving the manager by addressing a variety of complex office support functions.

Manage calendar appointments and evaluate email and correspondence to determine action items and coordinate responses within established deadlines.

Review information from staff meetings and weekly reports, determine those that require action, and develop and maintain a system to generate reminders for completion deadlines.

Execute and monitor internal and external taskings, ensuring collaboration and coordination on responses; prepare for meetings, briefings, and special events; schedule meetings; prepare read ahead materials; and maintain records of proceedings as required.

Anticipate and research complex topics for the manager, prepare detailed background materials, summarize lengthy documents, and highlight key issues.

Research and write detailed, politically-sensitive, and complex documents and reports, brief the executive on the content, and obtain their approval.

Evaluate, monitor, and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office.

Review all correspondence/assessments/packages for content, ensuring complete information, background, and references and editing for appropriate format, grammar, and spelling.

Serve as primary liaison and facilitate effective communications between the designated senior executive and other senior executives, management, and staff, both internal and external to ODNI.

Manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity, and confidentiality.



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Resolve complex administrative problems by rescheduling planned meetings, identifying appropriate contacts, administering databases and files, and finding new information sources.

Prepare for and coordinate senior-level visits and high-level meetings and events, ensuring arrangements for security clearances, VIP parking, and building accesses and researching and preparing background information on attendees and developing meeting agendas.

Arrange sensitive and complex domestic and foreign travel documents and prepare and coordinate schedules, itineraries, passport/visa requests, lodging, and travel accounting; plan and support the transportation of material and people.

Mandatory Requirements:

Thorough knowledge of the ODNI, IC, Congress, and the overall national security apparatus, as well as ODNI and IC standards for correspondence, administrative regulations, policies, entitlements, allowances, and unique authorities.

Thorough knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (travel/accounting/etc.), e-mail, calendars, and database storage/retrieval.

Thorough knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.

Thorough knowledge of office management and administrative functions involving logistics, facilities, budget, finance, contracts, travel, security, and HR procedures and systems.

Thorough knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; knowledge of filing and records management systems and practices.

Interpersonal, organizational, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff.

Analytical and critical thinking skills, including the ability to interpret complex information from multiple sources.

Ability to manage competing priorities while maintaining a high level of attention to detail; ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.

Seven years of experience serving as an Executive Assistant supporting the Intelligence Community.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.



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What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**